

Contract User Guide for FAC100

FAC100: Building Maintenance Repair and Operations Statewide Contract

UPDATED: 8/03/18

Contract #:	FAC100
MMARS MA #:	FAC100*
Initial Contract Term:	04/01/2017 – 03/31/2021
Maximum End Date:	One 2 year extension to 2023
Contract Manager:	Michelle Flores, 617-720-3319, michelle.flores@mass.gov
This Contract Contains:	Environmentally Preferable Products (EPP)
UNSPSC Codes:	See Appendix A
Notes:	Rolling Enrollment Category specifically for Environmental Preferable Products that are new and innovative.

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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Contract Summary

This is Statewide Contract covers a wide range of products, supplies and equipment necessary to ensure proper function of mechanical, plumbing and electrical systems of a building or facility.

UPDATES: Since last update, one supplier suspended from contract.

Contract Categories

This contract includes 10 categories of products as listed below:

- Category 1: Electrical and Lighting Products and Supplies
- Category 2: LED Roadway and Outdoor Area Lighting
- Category 3: Plumbing and Heating Products and Supplies
- Category 4: HVAC and Refrigeration Products and Supplies
- Category 5: Roofing Products and Supplies
- Category 6: Lumber Products and Supplies
- Category 7: Envelope Systems, Products and Supplies
- Category 8: Concrete and Masonry Products and Supplies
- Category 9: Paint Products and Supplies
- Category 10: Environmentally Preferable Products

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- Covers a broad array of products
- Competitive Discounts
- Opportunities to negotiate
- Rolling Enrollment for Category 10 only, this is applicable for Environmentally Preferable Products that are new and innovative

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit COMMBUYS.com and search for FAC100 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Conversion Vendor" Master Blanket Purchase Order (MBPO) for FAC100 and can be accessed directly by visiting <https://www.commbuys.com/bsa/external/purchaseorder/poSummary.sdo?docId=PO-17-1080-OSD03-SRC3-10267&releaseNbr=0&parentUrl=contract>
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

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Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00; G.L. c. 30, § 39M.

Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- Purchases made through this contract will be direct, outright purchases. There is no installation of products allowed under this contract.

Executive Departments: All Executive Departments are required to use statewide contracts for their purchases if the goods/services they seek are available on a statewide contract. Executive agencies are required to utilize COMMBUYS for all related statewide contract purchasing activity. For further details please see the [Best Value Procurement Handbook](#).

Eligible Entities: All other Non-Executive Eligible Entities are encouraged to utilize COMMBUYS for all statewide contracts purchasing activity, however the use of COMMBUYS is not required. Non-Executive Eligible Entities may order via email, phone or fax as allowed by the vendor. To ensure that you are being offered statewide contract pricing, contract users should identify and reference the contract number FAC100 when contacting the vendor for quote activity or placing an order.

Pricing Options

- **Discount off of the Vendor Catalog Price:** Contract for products is based on a discount off a list price for each category.
- **Contract Discounts published under the contract represents “ceiling” or “not to exceed” pricing.** It is therefore recommended that Eligible Entities obtain competitive quotes for their purchases

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Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found on the [vendor information](#) page, where links to each vendor MBPO's are provided and includes Punch out or Line Item catalogs for that vendor.

Eligible Entities: To receive contract item information and/or quotes, Non-Executive Department buyers may contact vendors directly.

Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and vendors. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or COMMBUYS@state.ma.us.

*Per **801 CMR 21.00**, Executive Branch Departments must use established statewide contracts for the purchase of commodities and services. Specifically, Executive Departments are required to use OSD's statewide contracts, including designated statewide contracts, if available, for their specific commodity and service needs. Exceptions will only be permitted with prior written approval from the Assistant Secretary for Operational Services, or designee.)*

When contacting a vendor on statewide contract, always reference FAC100 to receive contract pricing.

Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How to Purchase From the Contract

This contract has been set up in a variety of catalog types;

- PunchOut Catalogs
- Line Item catalogs
- Category based Solicitation
- Category based Solicitation

PunchOut catalogs offer the convenience of selecting Statewide Contract products from a vendor's e-commerce website. The PunchOut or Government to Business (G2B) catalogs are available via COMMBUYS only (login to COMMBUYS and select the settings option in the upper right hand corner [⚙️] and choose the G2B PunchOut option). Once a vendor is selected in COMMBUYS, you are taken to the vendor's e-commerce site. After shopping is complete on the vendor's e-commerce site, selected items are pulled back into COMMBUYS, summarized on a COMMBUYS release Requisition, and are ready to submit for approval. Once approved, it is released to the vendor for processing and fulfillment. Below is a list of vendors that currently have a PunchOut catalog:

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- Ferguson Enterprises
- FW Webb Company
- Graybar
- Kaufman Company
- Metropolitan Pipe
- Republic Plumbing Supply
- Sonepar Distribution US Inc. dba NorthEast Electrical Distributors
- Standard Electric (Div. of USESI)

For details on how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select either:

- The *Quick Reference Guide (QRG)* section and choose the *QRG – Buyer PunchOut Ordering* job aid
- The *COMMBUYS Purchase Orders* section and choose the *How to Purchase from a G2B PunchOut* job aid.

- **Directly purchase fixed price items through COMMBUYS**

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. This allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.

For a description of how to complete a purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

Obtaining Quotes

Although quotes are not required, it is recommended that when soliciting quotes, that you request the quote from at least three (3) vendors. Contract users should always reference FAC100 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

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Instructions for MMARS Users

For entities that use the Massachusetts Management Accounting and Reporting System (MMARS), users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at Comptroller.Info@state.ma.us for additional support.

Environmentally Preferable Products (EPP)

Many EPP's are available through this contract that help reduce energy, conserve water, reduce toxic materials, or contain recycled content. Contact the vendors and ask for EPP options that meet third party certifications or standards. **For lighting, incandescent bulbs are prohibited.** In some cases, an incandescent bulb may be necessary, and a request must be made to and granted by the Contract Manager that includes justification that there are no environmentally preferable options available.

In order to encourage innovation in environmentally preferable products, Category 10: Environmentally Preferable Products will remain as rolling enrollment. This Category provides a means to enable manufacturers and suppliers of innovative energy efficient, less toxic, or otherwise environmentally preferable products and technologies to make those products available to the Commonwealth directly.

Contract Exclusions and Related Statewide Contracts

Unless for a specialty lighting project, incandescent lightbulbs are not allowed to be purchased. The sale of the following product groups is prohibited under this contract because they are covered by other Statewide Contracts including but not limited to:

- Audio, video and studio production and presentation equipment: OFF40
- Bottled Water: OFF34
- Clothing, uniform, footwear, accessories and hygiene supplies that are not personal protective equipment or safety supplies: CLT08
- Cleaning Products – All cleaning products, Environmentally Friendly and Industrial Cleaning products. Products that can be found on FAC85 (and any future replacements) and FAC94 (and any future replacements)
- Commercial kitchen appliances: GRO35
- Foodservice supplies: GRO35
- Security surveillance and access control systems: FAC64 & HLS05

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

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Shipping/Delivery/Returns

Geographical Service Area

See the [Vendor List and Information](#) for regions covered.

Delivery

Delivery is FOB Destination. Delivery for stock items is next day, and for non-stock items, all efforts are to be made for the items to be delivered within two (2) days.

Returns

The vendor's returned goods policy must allow for the return of products normally stocked by the vendor, within 90 days of delivery, free of charge including transportation back to the vendor's facility, in cases when:

- The wrong product was ordered
- Product that was not ordered was delivered
- Unopened product is being returned, for any reason, in the same condition as received
- Product performance, appearance or other attributes do not meet the Eligible Entity's requirements

Frequently Purchased Items on the Contract

Products frequently purchased through this contract include:

- Electrical and Lighting Products and Supplies
- HVAC and Refrigeration Products and Supplies

Product Specifications, including Environmental Standards and Requirements

See the Product Specification Sheet

Warranties

Manufacturer warranties apply upon acceptance of the product.

Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.

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If the Needed Product Can Not be Found

If a product cannot be found in the vendors catalog, price sheet or PunchOut, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product meets the scope of the product category, the vendor may be able to add it to their product offerings and with OSD's approval.

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased. Awarded vendors are only authorized to sell items that fall within the scope of their awarded categories.

Strategic Sourcing Team Members

- Michelle Flores, Sourcing Lead
- Maureen Barends, Sourcing Manager
- Julia Wolfe, EPP Director
- Michael Woods, Catalog Specialist
- Charlie Tuttle, DOER
- Dennis Wood, Plymouth
- Don Staffiere, DOC
- Jeff Dill, DCAMM
- Jeremy Caron, DCAMM
- Julie Walrath, DFS
- Karim Glasgow, DCR
- Patrick Roche, MAPC
- Sean Mahoney, DCR
- Tina Urato, MEMA
- Zaida Roshandel, DCAMM
- Alicia Culver, Technical Assistance
- Tracey Dionne, MBTA

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Conversion Purchase Order by Category*

Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Counties	Discounts (PPD, Dock Delivery, Other)	MBE MWBE WBE Veteran
**Conversion Vendor (All contract documents)	PO-17-1080-OSD03-SRC3-10267	N/A	N/A	Michelle Flores	617-720-3319	Michelle.flores@state.ma.us	N/A	N/A	N/A	N/A
Conversion Vendor – Category 1	PO-17-1080-OSD03-SRC3-10258	N/A	N/A	Michelle Flores	617-720-3319	Michelle.flores@state.ma.us	N/A	N/A	N/A	N/A
Conversion Vendor – Category 2	PO-17-1080-OSD03-SRC3-10259	N/A	N/A	Michelle Flores	617-720-3319	Michelle.flores@state.ma.us	N/A	N/A	N/A	N/A
Conversion Vendor – Category 3	PO-17-1080-OSD03-SRC3-10260	N/A	N/A	Michelle Flores	617-720-3319	Michelle.flores@state.ma.us	N/A	N/A	N/A	N/A
Conversion Vendor – Category 4	PO-17-1080-OSD03-SRC3-10261	N/A	N/A	Michelle Flores	617-720-3319	Michelle.flores@state.ma.us	N/A	N/A	N/A	N/A
Conversion Vendor – Category 5	PO-17-1080-OSD03-SRC3-10262	N/A	N/A	Michelle Flores	617-720-3319	Michelle.flores@state.ma.us	N/A	N/A	N/A	N/A
Conversion Vendor – Category 6	PO-17-1080-OSD03-SRC3-10263	N/A	N/A	Michelle Flores	617-720-3319	Michelle.flores@state.ma.us	N/A	N/A	N/A	N/A
Conversion Vendor – Category 7	PO-17-1080-OSD03-SRC3-10264	N/A	N/A	Michelle Flores	617-720-3319	Michelle.flores@state.ma.us	N/A	N/A	N/A	N/A
Conversion Vendor – Category 8	PO-17-1080-OSD03-SRC3-10265	N/A	N/A	Michelle Flores	617-720-3319	Michelle.flores@state.ma.us	N/A	N/A	N/A	N/A
Conversion Vendor – Category 9	PO-17-1080-OSD03-SRC3-10266	N/A	N/A	Michelle Flores	617-720-3319	Michelle.flores@state.ma.us	N/A	N/A	N/A	N/A

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OPERATIONAL SERVICES DIVISION

Vendor List & Information*

Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Counties	Discounts (PPD, Dock Delivery, Other)	MBE MWBE WBE Veteran
AirMotion Sciences, Inc.	PO-17-1080-OSD03-SRC02-10226		VC000087409 6 Line 25	Peter Caruso	508-653-3500	peter@airmotionsciences.com	10	All	PPD10 – 2% PPD15 – 1% PPD20 – 1%	
Betts Plumbing & Heating Supply Inc.	PO-17-1080-OSD03-SRC02-10423		VC600016603 7 Line 24	Kimberley Betts	413-568-3308	kimb@bettsplumbing.com	3	Hampden	PPD10 - 2% PPD15 – 1.75% PPD20 – 1.5% PPD30 – 1%	DBE
Carr Hardware and Supply	PO-17-1080-OSD03-SRC3-10303		VC600016282 Line 2	Bart Raser	413-443-5611	bart@carrhardware.com	1,5,8 & 9	Berkshire, Franklin, Hampden, Hampshire	PPD10 – 1%	
Design-Build Solutions, Inc. (The Garland Co., Inc)	PO-17-1080-OSD03-SRC02-10238		VC000013218 7 Line 4	Steve Rojek	216-641-7500	srojek@garlandind.com	5	All	PPD10 – 1.5%	
DOT Fleet Parts	PO-17-1080-OSD03-SRC3-10253		VC000083691 7 Line 3	Jack Bellan	978-455-9082	jackbellan@hotmail.com	5,6,7,8,9	All	PPD10 - 1% PPD15 – 1% PPD20 – 1% PPD30 – 1%	
F.W. Webb Company	PO-17-1080-OSD03-SRC02-10231	Y	VC600015639 8 Line 5	Dennis Ford	603-759-5809	Dennis.Ford@fwwebb.com	3, 4	All	PPD10 – 2%	
Ferguson Enterprises, Inc.	PO-17-1080-OSD03-SRC02-10232	Y	VC600025123 7Line 6	Tom Pagliarulo	781-592-1200	tom.pagliarulo@ferguson.com	3	All	PPD10 – 2% PPD15 – 1.5% PPD20 – 1%	
Frank P. McCartin Co., Inc.	PO-17-1080-OSD03-SRC02-10229		VC600015598 3 Line 7	David McCartin	978-423-2100	davem@goindustrialsupplies.com	1,3,4	All	PPD10 – 3% PPD15 – 2%	
Fred Davis Corporation	PO-17-1080-OSD03-SRC02-10235		VC000062303 9 Line 8	Lisa Legendre	508-359-3610	lisa@freddaviscorp.com	2	All	PPD10 – 1%	
Graybar Electric Company Inc.	PO-17-1080-OSD03-SRC3-10249	Y	VC600021424 1, Line 9	Michael Teahan	617-721-4041	Michael.Teahan@graybar.com	1,2	All	PP10 – 1%	

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Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Counties	Discounts (PPD, Dock Delivery, Other)	MBE MWBE WBE Veteran
Hampden/Zimmerman Electric Supply (Div of USESI)	PO-17-1080-OSD03-SRC3-10254		VC6000200158 Line 10	Rich Morini	413-730-6717	rmorini@hzelectric.com	1,2	Berkshire, Franklin, Hampden, Hampshire & Worcester	PPD10 – 2%	
Jackson Lumber & Millwork	PO-17-1080-OSD03-SRC02-10226		VC6000156524 Line 11	Tom Zappala	978-689-1056	TZappala@JacksonLumber.com	5,6	Essex, Middlesex, Norfolk, Suffolk, & Worcester	PPD30 – 2%	
Johnstone Supply (Watham/Lowell/Worcester) (WSI Manufacturing)	PO-17-1080-OSD03-SRC02-12396		VC6000180519, Line 12	Susan Cimorelli	781-314-0006	susan.cimorelli@johnstonevac.com	4	All	PP10 – 2% PPD15 – 1% PPD20 – 0.5%	
Johnstone Supply- The Woburn Group (AC& R Supply)	PO-17-1080-OSD03-SRC02-10228		VC6000176987, Line 13	Kimberly Giddinge	781-914-3069	Kimberly.giddinge@johnstonesupply.com	4	All Except Dukes & Nantucket	PP10 – 2% PPD15 – 1.5% PPD20 – 1%	
Kamco Supply Corp of Boston	PO-17-1080-OSD03-SRC02-10224		VC6000166970Line 14	Jeff Scaia	781-897-7230	jeffscaia@kamcoboston.com	6,7	All Except Berkshire & Franklin	PPD10 – 2% PPD15 – 1% PPD20 – 1%	
Kaufman Company	PO-17-1080-OSD03-SRC02-10236	Y	VC6000155830Line 15	Louis Kaufman	781-255-1000	louis@kaufmanco.com	8	All	PPD10 – 1%	
Metropolitan Pipe and Supply	PO-17-1080-OSD03-SRC02-10234	Y	VC6000156019 Line 16	Jim O'Brien	617-492-6400 ext 249	obrijim@metpipe.com	3,4	All	PPD10 – 3% PPD15 – 2.5% PPD20 – 2% PPD30 – 1%	
Norfolk Hardware, Inc	PO-17-1080-OSD03-SRC3-10256		VC6000160281Line 17	Julie Blake	617-313-5050 603-577-5450 x. 1309	jblake@thenorfolkcompanies.com	1,6,9	All Except Berkshire, Franklin, Hampden, Hampshire & Nantucket	PPD10 – 2% PPD15 – 1.75% PPD20 – 1.5% PPD30 – 1%	

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Vendor	Master Blanket Purchase Order #	COMMBUYS Catalog Punch Out Available	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Counties	Discounts (PPD, Dock Delivery, Other)	MBE MWBE WBE Veteran
Northeast Electric Distributors	PO-17-1080-OSD03-SRC3-10252	Y	VC6000229746 Line 18	Edward Slowe	781-401-8511	ed.slowe@needco.com	1,2	All	PPD10 – 2%	
Plumbers' Supply	PO-17-1080-OSD03-SRC02-10236		VC6000156190 Line 19	Brian Jones	508-985-4966	bjones@plumberssupplyco.com	3,4	All	PPD10 – 2% PPD15 – 2% PPD20 – 2% PPD30 – 2%	
Premier Supply Group	PO-17-1080-OSD03-SRC3-10257		VC6000179677, Line 20	Steve Campbell	413-782-5262	scampbell@psgnc.com	3	Berkshire, Franklin, Hampden, Hampshire & Worcester	PPD10 – 2%	
Republic Plumbing Supply	PO-18-1080-OSD03-SRC02-11610	Y	VC6000164322 Line 21	Tom Summer	781-278-1694	TSummers@republicsupplyco.com	3, 4	All Except Nantucket	PPD10 – 2% PPD15 – 1.5% PPD20 – 1% PPD30 – 0.5%	
Richmond Hardware & Paint	PO-17-1080-OSD03-SRC02-10230		VC6000158335, Line 22	Rob Seery	781-843-0066	Rob.Seery@verizon.net	1,5,6,7,8,9	Bristol, Middlesex, Norfolk, Plymouth, Suffolk	PPD15 – 1%	
Standard Electric (Div of USESI)	PO-17-1080-OSD03-SRC02-10222	Y	VC6000200158, Line 23	William Smith	978-988-3193	wsmith@standardelectric.com	1,2	All	PPD10 – 2%	
Wilmot's Dec. Center	PO-17-1080-OSD03-SRC02-10227		VC0000874080, Line 26	Kevin Mach	508-947-3370	kevin.wilmotdec@verizon.net	9	All Except Berkshire, Hampden & Hampshire	PPD10 – 2%	

*Note that COMMBUYS is the official system of record for vendor contact information.

**The Conversion Vendor MBPO is the central repository for all common contract files. Price files may be found in the individual vendor's MBPO.

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Appendix A: United Nations Standard Uniform Product and Services Codes used in FAC100

30-13-00- Structural Building Products

30-15-15- Roofing Material

30-18-00- Plumbing Fixtures

30-19-00- Construction & Maintenance Support Equipment

30-26-00- Structural Materials

31-21-00- Paint & Primers & Finishes

39-11-00- Lighting Fixtures & Accessories

39-10-00- Lamps & Lightbulbs & Lamp Components

39-11-16- Exterior Lighting & Fixtures

39-12-00- Electrical Equipment & Components & Supplies

39-13-00- Electrical Wire Management Devices & Accessories & Supplies

40-17-00- Pipe, Piping & Pipe Fittings

40-10-00- Heating & Ventilation & Air Circulation

72-15-12- Heating & Cooling & Air Conditioning HVAC Construction

26-11-00- Batteries Generators and Kinetic Power Transmission

26-13-00- Power Generation

83-10-19- Utilities- Energy Conservation

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Appendix B: Third Party Certifications Available on FAC100

- Biodegradable Products Institute (compostable bags and food service ware)
- Consortium for Energy Efficiency (LED and fluorescent tube lamps)
- Cradle to Cradle (building materials, construction adhesives, paint)
- Design Lights Consortium (LED lighting equipment)
- ENERGY STAR (appliances, HVAC and lighting equipment, roofing materials, etc.)
- Forest Stewardship Council (wood and paper products)
- Green Seal (adhesives, cleaners, deodorizers, degreasers, floor polish/strippers, hand soaps, janitorial paper products, paints, windows)
- Master Painters Institute (MPI) Green Performance Standard (paints and coatings)
- NEMA Premium Efficiency (motors and ballasts)
- SCS Indoor Advantage Gold (adhesives, building materials, furniture, paints and coatings)
- SCS FloorScore (carpet, flooring, flooring adhesives, underlayment)
- UL GREENGUARD Gold (adhesives, flooring, insulation, sealants, etc.);
- UL EcoLogo (cleaners, deodorizers, degreasers, disinfectants/sanitizers, graffiti removers, hand soaps/sanitizers, floor polish/strippers, janitorial paper products)
- USDA Biobased (lubricants, building materials)
- US EPA Safer Choice (cleaners, hand soaps, deicers, dish/laundry detergents, furniture/metal polish, graffiti removers, etc.)
- US EPA WaterSense (water-efficient fixtures, toilets, irrigation equipment)

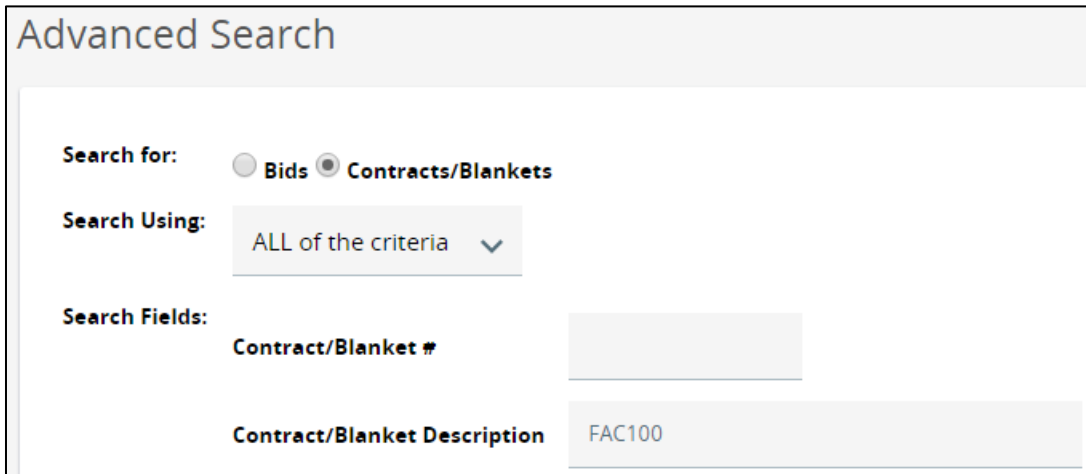
NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on mass.gov/osd.

Updated: 8/03/18

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Appendix C: Locating the Primary FAC100 Master Blanket

1. Go to www.commbuys.com.
2. Select the hyperlink **Contract & Bid Search**, located in the lower left side of the screen.
3. Select the **Contracts/Blankets** button to be directed to the contract search fields.
4. Type **FAC100** in the **Contract/Blanket Description** field (see screen-shot below).



Advanced Search

Search for: ☐ Bids ☒ Contracts/Blankets

Search Using: ALL of the criteria ▼

Search Fields:

Contract/Blanket #	
Contract/Blanket Description	FAC100

5. Select the **Find It** button, located at the bottom of the screen.
6. The screen will refresh with the search results located on the bottom of the screen.
7. Scroll down to the bottom of the screen and select the Master Blanket number **PO-17-1080-OSD03-SRC3-10267**.
8. The screen will refresh, directing you to the Master Blanket containing the Contract User Guide, RFR, specifications, and Sales Template.